

TERMS OF REFERENCE

Financial System Strengthening (FSS) Associate Consultant – Adamawa State

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Bauchi Field Office, Nigeria (office based)
DURATION OF CONTRACT	12 months

Purpose of Assignment

The EU launched the programme titled "Strengthening Access to Reproductive and Adolescent Health (SARAH)" in Nigeria in 2024 to contribute to sustainable demographic transition and Universal Health Coverage by supporting gender and adolescent-responsive integrated Sexual, Reproductive, Maternal and Child Health in three states namely Adamawa, Kwara & Sokoto.

As an integral part of health system strengthening initiative, the HACT team will be providing financial management system strengthening support to the three PHCDAs in Adamawa, Kwara & Sokoto respectively. To provide effective technical support to Adamawa state Ministry of Health (MOH) and Primary Health Care Development Agency (PHCDA), a FSS Associate consultant needs to be recruited accordingly.

Scope of Work

The FSS Associate Consultant will work closely with the IPM Specialist, the financial management team and the health programme team to support Adamawa State Primary Healthcare Development Agency and Adamawa State Ministry of Health under the EU Strengthening Access to Reproductive and Adolescent Health (SARAH) grant to strengthen financial management systems:

Key results will be covering:

1. Conduct state-level ToT on the accounting software to build implementation capacity
2. Lead accounting software rollout and data migration across participating entities.
3. Deliver bi-monthly financial management training for PHCDA accountants at state, LGA, and ward levels.
4. Prepare quarterly FMSS progress reports on achievements, risks, challenges, and recommendations.
5. Establish financial management knowledge systems to capture and share lessons learned and best practices.
6. Conduct quarterly grant performance reviews and variance analyses to support timely corrective actions.
7. Undertake quarterly sample assessments in five LGAs with the PHCDA Internal Audit and Finance team.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Conduct the TOT of accounting software at state level	Training Reports	15-Nov-26
Conduct Roll -out plus data migration of the accounting software	Activity Report	27-Feb-27
Conduct trainings for the accountants of the PHCDA at the State and LGA and Ward levels on Financial Management (6 trainings; once in two months)	Training Reports	31-July-27
Develop quarterly Financial Management System Strengthening progress reports highlighting achievements, risks, challenges, lessons learned, and recommendations for management action	Quarterly Reports	31-July-27
Establish and institutionalize financial management knowledge systems to document and share baseline assessment, critical processes, lessons learned, and best practices on EU SARAH programme	KM Product	26-Aug-27
Conduct quarterly programmatic and financial performance monitoring and variance analysis of the EU SARAH grant to assess implementation progress, identify deviations, and support timely corrective actions during the implementation by the partner	Quarterly Reports	31-Aug-27
Conduct sample LGA assessments in 5 LGAs per quarter in collaboration with the Internal Auditor(s) and Finance Team of Adamawa State PHCDA	Quarterly Reports	31-Aug-27

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Education:

- Minimum BA university degree in Social Sciences, Business Administration, Finance, Accounting, Audit or any other relevant field is required.
- A master's or professional accounting qualification is an advantage (e.g CPA, ICAN and ACCA).

Work Experience:

- Minimum 5 years of progressive experience in financial management, accounting and financial controls and partnership management.
- Demonstrated experience supporting donor-funded health programmes, preferably the EU or similar
- Experience working with government institutions and sub-national entities, including State Primary Health Care Development Agencies (SPHCDA) will be an advantage.

Language Requirements:

- Fluency in written and spoken English.
- Strong report writing and presentation skills.
- Ability to communicate effectively with diverse stakeholders at national and state levels

Knowledge/Expertise/Skills:

- Strong knowledge of financial management, budgeting, financial reporting, and internal controls.
- Expertise in donor compliance, grant management, and public financial management systems.
- Strong analytical, capacity-building, and stakeholder engagement skills.

Desirables:

- Knowledge of Nigeria's health financing and primary health care systems